

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory and administrative position, the primary duty of which is assisting the Deputy Fire Chief in managing department operations, including providing emergency services and supervising all personnel of the department. This employee is required to perform the duties of the Deputy Fire Chief in his absence. The Assistant Fire Chief responds to fire alarms and emergency calls, taking command at the scene of a fire or emergency until a superior officer arrives. This employee supervises subordinate employees, conducts employee training, and oversees the maintenance and repair of department equipment and property. Employees of this class have the authority to work independently in most areas, receiving general instructions for special tasks from the Deputy Fire Chief or the Fire Chief, both of whom oversee and evaluate the work of this class. This class ranks directly below that of Deputy Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned. Neither are they intended to exclude other duties which may be logical assignments to the position.

Assumes the duties of the Deputy Fire Chief in his absence. Assists the Deputy Fire Chief and the Fire Chief in managing all operations of the department on one shift. Assists in the research and planning for programs and activities of the department. Studies new laws, regulations and ordinances related to fire department operations. Recommends changes in department operations that will help the city obtain favorable ISO ratings. Conducts inspections of the various operations of the department, evaluates the effectiveness of these operations, and takes appropriate action to correct problems.

Supervises department employees by overseeing and evaluating the work performance of subordinates. Assigns duty areas and work schedules. Inspects the appearance of assigned equipment and subordinate personnel. Holds meetings with subordinate personnel for the purpose of discussing work performance, receiving reports, distributing information, and delegating authority for the more effective operation of the department. Assists superior officers by counseling employees who are experiencing work problems, resolving employee complaints and grievances, seeing that discipline is maintained and writing employee evaluation reports.

Assists with investigations into accidents involving department equipment or personnel, determines the cause, and makes

recommendations on procedures to avoid future accidents.

Works with superior officers to develop a training program for the department. Provides for regular employee training in fire suppression and related areas at all levels within the department. Personally trains employees by conducting training drills and evolutions in addition to providing classroom instruction. Conducts training in specialized areas such as pre-fire planning, safety, hazardous materials and emergency medical services, including first aid and CPR.

Responds to all alarms or emergency calls and takes command of operations and safety procedures at the scene of a fire or other emergency until relieved by a superior officer. Provides supervision and on-the-job training to subordinate employees in size-up, rescue, forcible entry, ventilation, nozzle and hose handling, water supplies, pump operations, protection of exposures, fire extinguishment, salvage and overhaul, and emergency medical assistance. Personally acts as part of the fire-attack team when necessary. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Participates in handling emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel, including law enforcement.

Manages and directs the inspection of buildings on an assigned shift in order to collect information for pre-fire planning and to determine the existence of potential fire hazards. Enforces fire prevention codes. Secures the fire scene, then locates, collects and labels evidence of possible arson. Assists personnel who take charge of investigation of arson fires.

Compiles and organizes data needed for reports. Writes reports and completes any forms or records assigned, including LFRIS reports and payroll shift records. Reviews records and reports completed by subordinates on an assigned shift.

Supervises and provides for the general care and maintenance of fire fighting apparatus and equipment, vehicles, communication equipment and other property of the department. Arranges for repairs and inspects after repairs to ensure that these were properly accomplished. Personally tests or directs the testing of equipment to ensure that it meets all applicable federal, state, and local standards. Purchases, distributes and maintains inventory of supplies and equipment.

Answers questions from the public about the operation of the fire department or any related areas of emergency services. Keeps informed on modern firefighting methods and administrative practices. Monitors and evaluates local conditions which may become fire or safety hazards.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

At the time of the application for examination, must be a regular and permanent employee in the class of Fire Captain for the past thirty-six (36) months and have a minimum of five (5) years as a regular and permanent employee in the class of Fire Captain.

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